Cross-Training Planning Check List

- ☐ Form a planning team
  - o Recruit representatives from each system participating in cross-training
  - o Include leaders/decision-makers
  - o Invite others who can bring resources and connections
- ☐ Identify date and location for training
  - o Community colleges/higher education institutions, libraries, houses of worship, and schools can provide no- or low-cost options
  - o Make sure the date doesn't conflict with other major events/initiatives in all systems
  - o Consider linking the cross-training to existing events, if feasible and desirable
  - o Consider parking, transit, accessibility, etc.
- ☐ Develop training agenda and recruit speakers
  - o Speakers should be a good "salesperson" for their system
  - o Utilize local experts
  - o Keynote speakers can be a draw but aren't necessary
- ☐ Develop an evaluation plan
  - o Identify or create an evaluation form to be used the day of the training to collect feedback from attendees
  - o Consider measuring impact through pre- and post-tests, follow-up surveys, etc.
- ☐ Arrange for continuing education credits
  - o Start as early as possible—application processes can be time consuming
  - o Consider every attendee and what kind of continuing education credits they may need
- ☐ Set up a registration process
  - o Many web-based options are available for free, including SurveyMonkey or Eventbrite
  - o Ask registrants which system they identify with, as it is not always obvious based on agency or title
- ☐ Market the training
  - o Consider asking system leaders to send the training invitation out and to have those leaders strongly encourage attendance and follow-up
- ☐ Plan for other training logistics
  - o Lunch/refreshments
  - o Handouts
  - o Day-of assignments: set up, registration, technology management, emcee, back up support to speakers, preparing and handing out attendance certificates/CEUs, clean up
- ☐ Debrief meeting
  - o General debrief
  - o Analyze/review evaluations
  - o Identify implications for future trainings and/or policy/systems issues
  - o Develop plan for any identified next steps from the training
  - o Discuss plans for next training